



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 845-8510
FAX: (916) 324-9179



April 10, 2006

**TO: PROJECT MANAGERS AND PROJECT DIRECTORS
California Multi-Jurisdictional Methamphetamine Enforcement Teams
(CAL-MMET) Program for State Fiscal Year 2006/07**

SUBJECT: REQUEST FOR APPLICATION (RFA)

Enclosed is the CAL-MMET application package to be used when submitting the application for State Fiscal Year 2006/07 grant award funding. The OES anticipates an allocation level of \$9,500,000. Please refer to the Request for Application (RFA) and the distribution chart for your counties funding allocation.

To be considered for continuation funding in FY 2006/07, applicants must complete the enclosed materials and submit them no later than 5:00 p.m. on Friday, May 19, 2006. Applications should be addressed to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
Attn: CAL-MMET RFA – Drug Enforcement Section
3650 Schriever Avenue
Mather, CA 95655

If you have any questions regarding this application, please contact Julie Malm at (916) 324-9105 or via e-mail at julie.malm@oes.ca.gov, or you may contact the Drug Enforcement Section at (916) 324-9112.

Sincerely,

KIRBY EVERHART, Chief
Public Safety Branch

This document is designed to be interactive electronically with fill able forms. However, users will need to use Adobe Acrobat 7.0 in order to save the text of their applications. Users will be able to complete and print forms using Adobe Reader 7.0, but will be unable to save their completed forms without Adobe Acrobat 7.0.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CAL-MMET PROGRAM
REQUEST FOR APPLICATION**

TABLE OF CONTENTS

[Printable Version](#)

I. RFA INFORMATION

A.	INTRODUCTION
B.	CONTACT INFORMATION
C.	APPLICATION DUE DATE
D.	ELIGIBILITY
E.	FUNDS
F.	PROGRAM INFORMATION
G.	PREPARING AN APPLICATION

II. INSTRUCTIONS

A.	PROJECT NARRATIVE
1.	Problem Statement
2.	Plan and Implementation
B.	PROJECT BUDGET
1.	Budget Narrative
2.	Specific Budget Categories
C.	APPLICATION APPENDIX

III. ADDITIONAL INFORMATION

A.	FINALIZING THE GRANT AWARD AGREEMENT
1.	Standard Project Funding Authority
2.	Processing Grant Awards

- B. ADMINISTRATIVE REQUIREMENTS
1. The *Recipient Handbook*
 2. Internet Access
 3. Progress Reports and Data Collection
 4. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201)
 5. Technical Assistance/Site Visits
 6. Monitoring Requirements
 7. Audit Requirements
 8. Copyrights, Rights in Data and Patents
 9. Source Documentation

- C. BUDGET POLICY
1. Supplanting Prohibited
 2. Project Income
 3. Contracts and Procurement
 4. Travel Policies
 5. Consultant Services
 6. Facility Rental
 7. Rented or Leased Equipment
 8. Indirect Costs/Administrative Overhead
 9. Audits
 10. Equipment
 11. Prohibited Expense Items

D. GLOSSARY OF TERMS

E. PENAL CODE SECTION 13879.80 – Drug Endangered Children (Attachment A)

IV. **FORMS** (Word format)

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#) (doc)

[APPLICATION COVER SHEET](#) (doc)

[GRANT AWARD FACE SHEET INSTRUCTIONS](#) (pdf)

[PROJECT CONTACT INSTRUCTIONS AND INFORMATION](#) (pdf)

[CERTIFICATION OF ASSURANCE OF COMPLIANCE](#) (pdf)

[PROJECT NARRATIVE](#) (doc)

PROJECT BUDGET – [BUDGET NARRATIVE](#) (doc)

[BUDGET FORMS](#) (Excel format)

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

- [ADDITIONAL SIGNATURE AUTHORIZATION AND INSTRUCTIONS](#) (pdf)
- [PROJECT SUMMARY](#) (pdf)
- [SAMPLE OPERATIONAL AGREEMENT](#) (pdf)
- [NONCOMPETITIVE BID REQUEST](#) (pdf)
- [OUT OF STATE TRAVEL REQUEST](#), OES 700 (IF APPLICABLE) (pdf)
- [SAMPLE OF DISBURSEMENT OF CONFIDENTIAL FUNDS](#) (pdf)
AND RECEIPT FROM INFORMER PAYEE
- [OTHER FUNDING SOURCES](#) (pdf)
- [PRIOR, CURRENT AND PROPOSED OES FUNDING](#) (pdf)
- [PROJECT SERVICE AREA INFORMATION](#) (pdf)
- [COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES](#) (pdf)
- [REPORTING ALIEN CONVICTIONS](#) (pdf)